Rules and Regulations of Library Use

Meeting rooms in the Montgomery County Public Library System provide an opportunity for bringing together the resources of the County and the activities of the community. To be eligible to use the Montgomery County library meeting rooms the group or organization must be based in Montgomery County or be a chapter or branch of a state or national organization with most of its members residing in Montgomery County. Meeting rooms may be used by nonprofit groups or organizations holding meetings of a civic or educational nature. All programs scheduled in libraries must be free and open to the public, and provide a service/benefit for the public good. The following regulations must be observed in using the library meeting rooms:

I. Meeting rooms may not be used for public programs by for-profit companies, organizations or groups, or for the purpose of soliciting potential clients. No admission, registration, enrollment, etc. fees, promotions or advertising campaigns directed at profit making may be conducted.

II. Use of Montgomery County library rooms is limited to an initial 3 hours although requests for additional time may be submitted 2 weeks prior to a scheduled event. Additional time will not be honored due to unavailability and/or nonpayment.

III. The organization/group is responsible for Set-up and *Clean-up (included in their rental time), no additional time is allowed before or after a meeting. Clean-up which includes reordering the meeting room, closing windows, turning off lights and removal of all trash generated.

IV. Only light refreshments/snacks and/or beverages (no heated meals or alcohol beverages) are allowed in the library meeting rooms. The County does not furnish coffee urns, dishes or other equipment. All rules and regulations of food service for specific buildings will be observed.

V. Libraries are not required to make all equipment available to the public, i.e., Public Address systems (PA) and Audio Visual. Organizations/groups may not store their equipment in libraries between meetings.

VI. Montgomery County's communication systems such as telephones, radios, teletypes, internet access, etc. will not be used during meetings to promote future meetings or to disseminate information to members of an organization/group.

VII. Neither the name nor the address of a County building or facility may be used as the official address or headquarters of an organization/group.

VIII. Posting of bulletins, schedules, posters and announcements, etc. concerning scheduled meetings shall be limited to official bulletin boards and will require prior approval of the library's manager.

IX. Bethesda and Gaithersburg Regional, Chevy Chase and Kensington Park Community libraries charge an additional $25 payable to the library per recital, for piano tuning.

X. All members attending a meeting must vacate the library meeting room by the time noted on the library permit.

XI. The Chief Administrative Officer may refuse the use of a County facility if it appears that the use may likely provoke or add to a public riot or breach of the peace and/or create a clear and present danger to the peace and welfare of the County. Future privileges for use of any County facility by an organization/group may be refused for infractions of any of the rules and regulations outlined in this document.

After Hours, Security and Inclement Weather

Groups meeting in the library after closing hours: Representatives/contacts are responsible for their group leaving at the specified ending time. Representatives/contacts are responsible for their group vacating by using the correct exits and that the doors are secured. In the event of inclement weather, the Department of Public Libraries will record information regarding emergency closings on the County's public information line at 240-777-6500. For current Library Holiday Schedule please visit:
http://www.montgomerycountymd.gov/content/libraries/index.asp